

Atlantic Regional Local Human Rights Committee
7/22/2013 Minutes

- I. ***Date of Meeting:*** July 22, 2013
- II. ***Members Present:*** Vice Chair; Karen Etheridge, Marilyn Copeland, Kiana Hargrove, Dr. Jackie Johnson-Burton
- III. ***Others Members Present:*** Reginald Daye, Regional Advocate; LaTonya Goddard, Divine Behavioral Services; Tracey Jarvis, Ronnika Turner, Superior Community Services; Shannine Yates, Teesha Carter, New Hope Family & Youth Services; Jonathan Gibbs, Pathways Developmental Service; Sharon Davis, Maxine Davis, Harmony House; PaTina Sharpe-Graves, Oasis Counseling Center; Tanya Jones, F.A.C.E.S. Community Services; Renata Brown, Helina Peters, The Ark Group, LLC; Marsha Simpkins, Peaceful Surroundings LLC; Vicky Potts, Josue Desvarieux, Open Heart Services.
- IV. ***Meeting called to order*** at 9:13 am by committee Vice-Chair, Karen Etheridge. Committee member, Ms. Etheridge was present at the meeting's call to order. Therefore, the meeting functioned as a two member subcommittee until the arrival of Kiana Hargrove. The meeting was held at F.A.C.E.S. Community Services at 3500 Tejo Lane, Suite 105, Chesapeake, VA 23321.
- V. ***Adoption of Agenda:*** The LHRC voted to adopt the meeting agenda.
- VI. ***Approval of Minutes:*** The LHRC motioned, voted, and adopted the minutes submitted from the previous meeting on 4/22/2013 after making adjustments:
 - a. New Hopes address should be 1118 33rd Street Hampton, VA
 - b. The ARKK Group, LLC. home located at 17 Pine Needles Court, Portsmouth VA, licensed for 4 Beds
 - c. Removal of the word "for" from Section VIII.
- VII. ***Old Business:*** There is a vacancy on the committee board following the departure of Valerie Guess as of June 30th, 2013. If interested, there is a general opening and applicants cannot work for the program and cannot be on the board. If interested, send applications to Mr. Daye and he along with the committee will interview qualified candidates.
- VIII. ***New Business:***
 - A. Mr. Daye stated that when he reviews the draft minutes for the support liaison, he only reviews the actions of the LHRC and his comments. The Providers should review the

provider reports and make note of corrections to be made and approved by the committee.

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B. The members of the LHRC voted to appoint the following officers:

Ms. Etheridge- Chair; Ms. Copeland- Vice Chair and Ms. Hargrove- Secretary. Term in each position is one year, which ends on 06/30/2014.

C. Mr. Daye reminded providers that as of 06/01/2013 everyone who is a licensed provider is required to use CHRIS for incident reporting. Paper copies will no longer be accepted unless CHRIS is down and a faxed copy should be submitted however, once CHRIS is back up you should submit through CHRIS. The inability to utilize the system is not an excuse not to report or report incidents outside of the 24 hours. The report should be completed in CHRIS within 24hours. If not, providers will be cited. If there are complications with CHRIS please contact Margaret Walsh 804-786-3988 for incidents involving abuse only or Chanda Bragg for problems reporting deaths/serious injuries at 804-786-3475. Once the report is submitted through CHRIS, Mr. Daye gets automatic notification then he assigns the report to one of the advocates in his office. Once assigned a follow up should be completed within 10 days.

D. Attending the LHRC meeting is a human rights regulatory requirement. Please note that everyone signed the Corporate Agreement which outlines the attendance requirement. It also indicates that your reports should be sent two weeks in advance to allow LHRC to review prior to the meetings. The reports should be faxed to Mr. Daye (757-253-5440) or mailed to his office at: 4601 Iron Bridge Road, Bldg 2, Williamsburg, VA 23188-2652. The program reports should be mailed to the other members. Emails will not be accepted as it is a violation of HIPAA if you have confidential information and the system is not protected. Also an extra copy should be submitted at the LHRC meetings. The Corporate Agreements should be completed by the owner/CEO and submitted to the LHRC. Also, they should be reviewed and updated to remove or add employees.

E. New Hope is adding a residential ID home located at 1118 33rd Street, Hampton VA 23666. An updated camera policy was submitted via FedEx July 11th which was reviewed by Mr. Daye and LHRC voted to approve the following: The camera policy, program conduct rules and the behavior management policy. LHRC granted affiliation for the ID group home.

F. Oasis was granted their annual license

IX. **Financial Report: (Provider information only)** Providers should keep up with the report and balance. The LHRC is not in charge of this report. As of 06/01/2013 there is \$700.00 available.

X. **Provider Reports:**

****Divine Behavioral Services:***

****An amended provider report was requested for the 2nd quarter as they were not present to present during the last meeting.***

of Clients served: 68

Serious Incidents: 0

Allegations of Abuse: 0

Complaints: 0

Restraints Used: 0

Are there any Program Changes: No

Are there any Additional Services: No

F.A.C.E.S. Community Services:

of Clients served: 46

Serious Incidents: 0

Allegations of Abuse: 0

Complaints: 0

Restraints Used: 0

Are there any Program Changes: No

Are there any Additional Services: No

Harmony House:

of Clients served: 3

Serious Incidents: 0

Allegations of Abuse: 0

Complaints: 0

Restraints Used: 0
Are there any Program Changes: No
Are there any Additional Services: No

New Hope Family & Youth Relations, Inc.:

of Clients served: 28
Serious Incidents: 0
Allegations of Abuse: 0
Complaints: 0
Restraints Used: 0
Are there any Program Changes: No
Are there any Additional Services: No

Oasis Counseling Center:

of Clients served: 20
Serious Incidents: 0
Allegations of Abuse: 0
Complaints: 0
Restraints Used: 0
Are there any Program Changes: No
Are there any Additional Services: No

Open Hearts Services, LLC:

of Clients served: 3
Serious Incidents: 0
Allegations of Abuse: 0
Complaints: 0
Restraints Used: 0
Are there any Program Changes: 0
Are there any Additional Services: 0

Pathways Developmental Services, Inc.:

of Clients served: 85
Serious Incidents: 0
Allegations of Abuse: 0
Complaints: 0

Restraints Used: 0
Are there any Program Changes: No
Are there any Additional Services: No

Peaceful Surrounding, LLC:

of Clients served: 6
Serious Incidents: 0
Allegations of Abuse: 0
Complaints: 0
Restraints Used: No
Are there any Program Changes: No
Are there any Additional Services: No

The Arkk Group, LLC:

of Clients served: 21 (Community Based Day Support: 7; Residential Group Home: 14)
Serious Incidents: 0
Allegations of Abuse: No
Complaints: 0
Restraints Used: 0
Are there any Program Changes: No
Are there any Additional Services: No

Superior Community Services, LLC:

of Clients served: 4
Serious Incidents: 0
Allegations of Abuse: 0
Complaints: 0
Restraints Used: 0
Are there any Program Changes: No
Are there any Additional Services: No

XI. *Public Comment Period: No one from the public was present at this time.*

XII. *Future Meeting Location and Schedule:* October 28, 2013 and the 2014 meeting scheduled will be completed by the next meeting

XIII. *Closed Session: The LHRC voted to go into closed session per VA Code 2.2-3711A to review abuse allegations and serious incidents at the following: Divine House and FACES)*
The LHRC voted to come out of closed session.

Upon reconvening into open session each member certified that to the best of their knowledge, only public business matters, lawfully exempted from statutory open meeting requirements and only public matters identified in the motion above to convene the closed session were discussed.

Recommendations: Divine House- None

Recommendations: F.A.C.E.S. - RE: Mr. S, develop a behavioral plan to include the enforcement of the program's rules of conduct for aggressive behavior toward peers.

XIV. *Adjournment:*